

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2000/05/31 : CIA-RDP83B00823R000500150007-0  
Security Records Division

WORK MEASUREMENT STATISTICS - FY 75

ACTIVITY	BASE UNITS	Cumulative Through January 1974		Cumulative Through January 1975		Unit Trend.
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance. 25X1A	2513	11	2021	11	Down 492
Indices Activities.	Collective [REDACTED] searches, grouped, [REDACTED] and purged, security documents numbered.	28111	7	12294	7	Down 15817
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches. 25X1A	71896	12	66769	12	Down 5127
Computer Support Activities.	Collective [REDACTED] searched, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions.	66276	12	66536	12	Up 260
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.	4950	4	4423	4	Down 527

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Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1331	5	834	5	Down 497
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1473	2	1155	2	Down 318
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	1388	3	2560	3	Up 1172
Microfiche Activities.	Collective total of pages prepared and filmed.	7949	9	33897	6	Up 25948
Compartmented Information Recordkeeping.	Collective total of changes to master record, 25X1A [REDACTED] and cable actions.	24176	9	36378	9	Up 12202
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	8240	4	5260	4	Down 2980